



**CENTRE FOR NANO AND SOFT MATTER
SCIENCES**

**Arkavathi, Survey No. 7 Shivanapura, Dasanapura Hobli,
Bengaluru North 562162**

Autonomous Institution under the Dept. of Science & Technology, Govt. of India

INVITATION TO TENDER

No. CeNS/Transport/2023-2024/39

Date: 25-04-2023

To

The Centre invites sealed tender/bid from your firm for

EMPANELMENT FOR TRANSPORT SERVICES FOR THE YEAR 2023-2026

Tender document has been uploaded in GEM PORTAL, Bid No: GEM/2023/B/3384396 dt. 25-04-2023 registered vendors can participate through GEM bidding.

- **Registered GEM vendors** can participate through the Bid No: GEM/2023/B/3384396 dt. 25/04/2023 and submit online bid in GeM portal.
- **Non-Registered vendors**, tender document is uploaded both in CPP Portal and CeNS website, link <https://www.cens.res.in/en/tenders> may duly be completed and submitted in a **sealed cover** clearly marked as **“Bid for EMPANELMENT FOR TRANSPORT SERVICES”**, for identification.

The tender shall be addressed to **The Administration and Finance Officer, Centre for Nano and Soft Matter Sciences, Arkavathi, Survey No. 7, Shivanapura, Dasanapura Hobli, Bengaluru North 562162** marked with our tender reference number, due date and due time with stamp. The completed tender bids must reach this office in the combined sealed cover on or before **16.00 Hrs. of 15 May 2023**, through Speed Post / Courier / Registered Post/hand delivery.

Yours faithfully,

Sd/

Administration and Finance Officer

Encl: as above.

**CENTRE FOR NANO AND SOFT MATTER SCIENCES,
Arkavathi, Shivanapura, Dasanapura Hobli, Bengaluru**

No.CeNS/Transportation-2023-24

20 April 2023

EMPANELMENT FOR TRANSPORT SERVICES

The Centre for Nano and Soft Matter Sciences (CeNS), Bengaluru invites tenders for empanelment for providing Transport Services to the Centre for the period 2023-26. The contract may be awarded initially for 1 year which may be extended for two more years depending on the quality of service rendered in each of the previous years' contract period.

The Tender Form detailing the terms and conditions, eligibility criteria, scope of work and terms of tendering is enclosed. The Technical bid, Price Bid, check list formats are attached (Annexure I to IV), which are to be filled up and submitted along with the tender bid.

Interested parties may submit tenders for providing Transport Services, if they so desire and are eligible to do so. The parties are urged to read the contents of the tender document carefully and submit the bids only if all the terms and conditions are acceptable to them and they can comply with all other requirements that have been specified in the document, mandatorily.

The tender may be submitted in a sealed cover along with the checklist in Annexure - I, accompanied with two separate sealed envelopes, containing the "Technical Bid" and "Price Bid" respectively. The sealed envelopes shall clearly be marked as "Technical Bid (Annexure I to III)" and "Price Bid (Annexure IV)" as the case may be, for clear identification.

The outer cover shall be superscribed as "Tender for Transport Services 2023-26" and shall be addressed to The Administration and Finance Officer, Centre for Nano and Soft Matter Sciences, Arkavathi, Survey No.7, Shivanapura, Dasanapura Hobli, BengaluruNorth – 562162 marked with our tender reference number, due date and due time with stamp.

The completed Tender bids must reach this office in the sealed cover on or before **15 May 2023** at **16.00 hours** either by hand delivery or through Speed Post / Courier / Registered Post.

The tender opening date shall be notified in CeNS website www.cens.res.in and authorized representatives of the agency/firm may attend the same if they so desire, authorized with a letter of representation from the tender signing authority.

Yours faithfully,

Sd/-

Administration and Finance Officer

Encl: as above.

CENTRE FOR NANO AND SOFT MATTER SCIENCES
Arkavathi, Shivanapura, Dasanapura Hobli, Bengaluru

1. The Centre is an autonomous research organization under the Department of Science and Technology, Government of India.
2. The Centre desires to hire vehicles (petrol, diesel, CNG and electric) for official use on a daily basis, as detailed in Para 3. Apart from this, vehicles will be required on need basis from time to time, throughout the period of contract.
3. The period of contract will initially be for a period of one year, extendable for the next two years, subject to review of quality of service during previous year(s).

TERMS AND CONDITIONS FOR UNDERTAKING TRANSPORT SERVICES:

ELIGIBILITY CONDITIONS:

1. Only a registered/licensed agency, with a minimum standing of 3 years in the field shall be eligible to apply. Self-attested copies of registration certificate(s)/license should be furnished with the bid.
2. The annual turnover of the agency, for each of the last three financial years shall not be less than Rs.20,00,000 (Twenty lakhs only). Audited P&L Accounts and Balance Sheets for the periods 2019-20, 2020-21 and 2021-22, duly certified by Chartered Accountant should be enclosed, along with copies of the Income Tax Returns filed for the above-mentioned years.
3. The agency must have at least **two** contracts currently in force with Government/Autonomous Bodies/Institutions. The copies of Work Orders of the organisations, clearly indicating its terms and validity, along with contact details of concerned persons should be furnished.
4. The agency should have a registered office/branch located in Bengaluru preferably close to the client location.
5. The bid of any agency, which does not satisfy one or more of the above conditions or fails to submit the required documents, is liable to be summarily rejected.
6. A minimum number of three cars should be in the name of the Contractor.

TERMS OF SERVICE

1. Two cars, with the driver, shall be completely at the disposal of the Centre from 8.00 AM onwards on all working days. The closing hours will vary from day to day and shall be billed accordingly. In case CeNS will ask for a car up to 2500 kms & 24 hrs. per day basis, One Car should be park at CeNS campus 24 hours.

2. The decision on the requirement of actual number of vehicles, whether AC or Non-AC, etc., shall be taken by the Centre at the time of awarding the contract.
3. With respect to the calculation of the mileage the clause mentioned against the option I may be referred and price bid should be submitted accordingly.
4. The vehicles to be provided should be in very good running condition and maintained with cleanliness. If a particular car model requisitioned is not available, an equivalent model should be arranged at the same rates under contract.
5. The vehicles to be provided shall be registered under commercial travel purposes (yellow board) with valid permit to run as hired vehicles. The vehicles shall not be more than 5 years old. Copies of registration certificate should be furnished for the vehicle(s) to be provided.
6. The vehicles shall be equipped with spares, tools, first aid box, fire extinguisher, air spray and other accessories in every vehicle provided. The vehicle insurance, emission clearance certificate and all other records pertaining to the vehicle shall be up to date. CNG based vehicle should have authorized OEM kits only. Vehicle should be kept with sufficient stock of fuel.
7. If the vehicle provided is found unsatisfactory, such vehicle shall be immediately replaced with another vehicle of good quality and maintenance. In order to ensure day to day functionality of hirer, once hired agency shall not keep changing or rotation vehicle and drivers, except if the hirer indicates so in the case of eventuality or unsuitability.
8. Complaints if any with regard to service shall be lodged directly with the owners and such complaints shall be dealt with and resolved immediately.
9. The onus of verification of antecedents of the personnel to be deployed to the Centre shall rest with the agency and shall duly be authorized by the agency as their representatives.
10. The drivers should thoroughly be conversant with the local city routes and their services should be available readily, whenever called for. Punctuality of drivers must be ensured at all times. One driver should be designated to operate regularly, throughout the contract period. Drivers should come with proper uniform and should be courteous.
11. The drivers of the vehicles shall be well trained, experienced and shall possess valid vehicle license, badge for driving public vehicles and shall be medically fit for driving vehicles, with clear vision, good behaviour and character.
12. Once the contract is awarded, the agency shall provide the details of vehicle/driver i.e. RC book, comprehensive insurance policies as well as details of full details of deployed drivers, their addresses and copies of their driving licenses.
13. The drivers should necessarily know Kannada, with ability to converse in Hindi or English. They shall be readily available for duty even during late hours on certain occasions. If the Centre finds that the services of any of the driver(s) is not in conformity with the standards of the Centre, such driver(s) shall be replaced within 24 hours.

14. The drivers shall not ask any money from the users towards toll/ parking fee etc. These expenses are to be met by the driver/agency wherever applicable and produce the proof of payments for reimbursement along with the monthly bill.
15. If driver desires to take a break for tea/lunch or for any other purpose for a short duration during duty hours, proper intimation should be given at the office/reception/security of the Centre. The driver/s taking the vehicle outside for Lunch etc. Shall not be entertained.
16. The agency shall be responsible for any penalty or any other fees as a result of negligence, ignorance or willful action by the driver(s).
17. There must be arrangements for establishing contact round the clock. The drivers shall be equipped with functional mobile phone at their cost, for contact purposes.
18. The Centre shall not take responsibility for any damage to the vehicles due to accidents or any reason like fire, floods or any other natural / manmade calamities and shall have no liability to pay compensation in any manner to any individual / Government / other statutory agencies. All the statutory obligations are sole liability of the agency. The agency shall solely be responsible under such circumstances.
19. The Centre will not undertake responsibility for any claim from public or any party arising out of accidents or in the course of operating vehicles and agency shall be responsible for such claims.
20. In case of any damage or any injury caused by the driver during contract period to the property or personnel including students and visitors of the Centre, the agency shall compensate all expenses incurred by the Centre.
21. In case the agency fails to provide vehicle(s) or if the driver(s) fail to report within a reasonable time beyond schedule, the Centre reserves the right to employ services from other service providers and recover the resultant cost from the monthly bill of the agency.
22. The Trip Sheet shall be prepared accurately with meter readings and time of reporting and end of trip. The signature of the passenger shall invariably be obtained on the trip sheet. Any overwriting or corrections against readings shall be countersigned by the passenger, failing which, the cost of the trip shall be calculated on average mileage basis.
23. The vehicle should be sent for night trips also as and when required.
24. The Centre shall be liable only to the extent of paying hiring charges as per the tender bid and not responsible for driver's salary fuel cost, insurance, repair cost or any other incidental expenses which has to be borne by the agency.
25. Any disputes arising out of the contract shall be within the jurisdiction of Bengaluru. Tax deduction at source shall be done if applicable. Furnishing of PAN and GST Registration number is compulsory.

26. No advance payments shall be admissible under any circumstances. Statutory deductions shall be deducted from the payable amount and necessary certificates shall be issued wherever applicable. Payments shall be made only by way of NEFT only and not to any individual names.
27. The Centre reserves the right to accept/reject the tender bids in part or full without assigning reasons.
28. The contract may be terminated by either party by mutual consent and after serving a minimum of one month's notice.
29. Canvassing in any form shall entail disqualification of tender.
30. In case contract is awarded, the contractor shall register as per Central Labour Rules, 1971 and submit the License No. to this office within 2 months from the date of award of contract.

Terms of Tender :

- a) The fee for tender form (Rs.1,000/-) and refundable Earnest Money Deposit (Rs.1,00,000) shall be remitted by way of Demand Draft only, drawn in favour of 'Centre for Nano and Soft Matter Sciences' and placed in the sealed cover along with the tender.
- b) A Bank Guarantee, initially valid up to 30 June 2024, for a value of Rs.2,00,000/- shall be furnished as performance guarantee for the first year, as soon as the contract is finalized. In the event of non-satisfactory performance during the period of the contract, the Centre shall inherit the right to realize the proceeds of the bank guarantee and also terminate the contract, if necessary. In case the contract is renewed for the next year, a fresh BG shall be furnished for the same value and period.
- c) The rates for OPTION I and OPTION II quoted shall be valid for a minimum period of 3 months commencing from the date of opening of the tender and once the tender is accepted it will be valid for 3 years.
- d) The sealed tender should be in two separate envelopes, one containing duly filled Annexures I to III with all supporting documents and Demand Drafts as at (a) above. The second cover should contain only Annexure IV. The two sealed covers are to be put in one main envelope and sealed. All envelopes should be superscribed indicating relevant contents.
- e) The sealed tender should reach the Centre by **15th May 2023, 16.00 hours**, after which the same shall not be accepted. The tender opening date shall be notified in CeNS website www.cens.res.in/en/tenders and authorized representatives of the agency/firm may attend the same if they so desire, authorized with a letter of representation from the tender signing authority.
- f) Incomplete tenders shall be liable to be rejected.
- g) The tender should also contain a complete list of clientele. Certificates from at least **two** major clients whose contracts are presently in force (Government/Autonomous/recognized organization preferred) should be enclosed.
- h) The sealed cover should be addressed to The Administration and Finance Officer, Centre for Nano and Soft Matter Sciences, Arkavathi, Survey No.7, Shivanapura, Dasanapura Hobli, Bengaluru 562 162 and marked as "Tender for Transport Services 2023-26".
- i) Clear records should be maintained for each trip performed, along with the countersignature of the authority of the Centre, on the basis of which, payments shall be released on monthly basis.

ANNEXURE - I

CHECK LIST TO BE SUBMITTED ALONG WITH BID DOCUMENTS

Sl. No.	Particulars	YES	NO
1.	Enclosed Demand Draft for EMD + Tender Fees		
2.	Enclosed copies of Registration Certificate under various statutory laws viz; PAN, TIN, ESIC, EPF, Labour License, GST etc., whichever is applicable to carry out the services		
3.	Enclosed Power of Attorney of the authorized signatory signing the tender bid		
4.	Enclosed Bid in a sealed envelope along with all supporting documents required		
5.	Enclosed Price Bid in a sealed envelope		
6.	Enclosed separate sheets giving complete details of two Government contracts presently in force along with copies of Work Orders and references		
7.	Enclosed details of pending litigations or bankruptcy (if any)		
8.	Copies of all enclosures are self attested		
9.	Enclosed statement of corrections/modifications		
10.	Enclosed documentary proof in support of having minimum annual turnover for transport services over a period of 3 years (Ref. Clause 2 under eligibility conditions)		
11.	Enclosed certified copies (by Chartered Accountant) of the following records for the periods 2019-20, 2020-21 and 2021-22: a. Profit & Loss Accounts b. Balance Sheets c. Auditors Report d. Income Tax Returns filed OR Turnover Certificate with respect to the above-mentioned years from the registered Chartered Accountant, should be enclosed		

The above information is correct to the best of my/our knowledge and belief. I/we understand that the tender will be cancelled if it is found incorrect at any later date.

Date:

Seal and Signature

ANNEXURE - II

(To be filled in by the tendering party in official letter head)

FORM FOR TENDER BID FOR TRANSPORT SERVICES AT THE
CENTRE FOR NANO AND SOFT MATTER SCIENCES, SHIVANAPURA, BENGALURU

1	NAME OF THE FIRM / AGENCY	
2	REGISTERED ADDRESS	
3	TELEPHONE NOS.	
4	FAX NO.	
5	E-MAIL ADDRESS	
6	NAME(S) OF THE PROPRIETOR / PARTNERS	
7	ESTT. REDN./ LICENCE NO.	
8	PAN	
9	GST REGN. NO.	
10	DETAILS OF FEE PAYMENT (DD No. / BANK / BRANCH)	

Date :

Place :

Signature with seal

ANNEXURE - III

Undertaking (To be submitted by the service provider)

1. I/We certify that I/We have gone through & agree to the terms & conditions of Tender Ref No. CeNS /..... and undertake to comply with them for the contract period (valid for One year from the date of signing of the agreement deed plus extendable on same terms & conditions as decided by CeNS).
2. I/We certify that, I/We have neither been blacklisted nor debarred from participating in future tenders by any State Government / Central Government organizations.
3. I/We certify that each self attested pages of photocopy of various documents/certificates attached are true of best of my/our knowledge and no erasing/overwriting/cuttings/corrections has been done by me/us.
4. There is no vigilance / CBI case or court case pending against me/our firm or any of the partners/directors of the firm.
5. I/We, hereby, agree to all the terms and conditions, stipulated by the CeNS in this connection including penalty etc.
6. I/We understand that CeNS, Bengaluru reserves the right to reject any or all tenders including the lowest quotation without assigning any reasons (s) thereof.
7. I/We agree that in case of failure to provide vehicle(s) on time, the Centre is free to obtain services from other service provider at my/our risk and cost.

Name :

Sign :

Address :

Name (s) and Signature (s) of the agency with stamp of the firm

ANNEXURE - IV

QUOTATION FOR TRANSPORT SERVICES (2023-26)

OPTION- I VEHICLE AS AND WHEN REQUIRED, APART FROM THE FIXED POINT AS SHOWN IN OPTION II

Type of vehicle		Tariff for hiring of vehicle						
		4 hours / 40 kms	6 hours / 60 kms	8 hours / 80 kms	10 hours/ 10kms	12/hours/ 120 kms	Extra per Kilometer	Extra per Hour
Non-A/c	Indica							
	Etios							
	Swift Dzire							
	Innova							
A/c	Indica							
	Etios							
	Swift Dzire							
	Innova							
Other vehicles	Tempo Traveller – 12 seater							
	Tempo Traveller – 24 seater							
	Mini Bus							
Night Bata for local trips								
Provisional rate per kilometre applicable to cover periodical fluctuation in fuel price								
Other Charges, if any (Pl. specify)								
GST @ _____ %								
Starting and closing of Km. and time shall commence from		RATES QUOTED SHOULD BE CLENTELE PLACE ONLY AND SHOULD END UP AT THE DROPPING POINT OF THE PASSENGER. ACCORDINGLY, THE RATES SHOULD BE QUOTED.						
Actual distance from Travel Office to Clients place								
Fuel charges per litre existing as on the date of tender submission with supporting:		Rs.						

OPTION- II - CHARGES ON MONTHLY BASIS (REPORTING AND CLOSING SHOULD BE AT THE FIXED POINT i.e. CLIENTELE PLACE ONLY, CeNS ARKAVATHI

Category	Type of vehicle								
	Small size vehicles (Non-A/c: Indica, Etios, Swift Dzire, Innova)			Vehicles (A/c: Indica, Etios, Swift Dzire, Innova)			Other vehicles (Tempo Traveller-12 seater, 20 seater and 24 seater, Mini Bus)		
	Consolidated charges per month	Over & above (per km)	Over & above (per hr)	Consolidated charges	Over & above (per km)	Over & above (per hr)	Consolidated charges	Over & above (per km)	Over & above (per hr)
Up to 2500 kms&24 hrs. per day									
Up to 2500 kms&12 hrs. per day									
Up to 2000 kms&12 hrs. per day									
Up to 1500kms &12 hrs. per day									
Up to 1200kms &12 hrs. per day									
Up to 1000kms &10 hrs. per day									
Up to 1000kms &8 hrs. per day									

Date :

Place :

Signature with seal